Reading: A2

An invitation to a job interview

Read an email invitation to a job interview to practise and improve your reading skills.

Before reading

Do the preparation task first. Then read the text and do the exercises.

Preparation task

Match the definitions (a–f) with the vocabulary (1–6).

Vocabulary

1. ..... ID
2. ..... a position
3. ..... references
4. ..... to reschedule
5. ..... a CV
6. ..... reception

Definitions

a. a job in a company, for example a marketing manager or sales assistant
b. a short document that shows your experience and qualifications
c. letters from people who know you that describe your abilities
d. identification; a document with your name, photo and other personal information
e. the place in an office where visitors arrive
f. to change the date or time of something

Reading text: An invitation to a job interview

To: Grace Yang
Date: 6 September
Subject: Invitation to job interview

Dear Grace,

Thank you for your application for the position of sales manager.

We would like to invite you for an interview at 10 a.m. on Monday 21 September at our offices at The Shard, 32 London Bridge Street, London.

You will meet with our head of sales, Susan Park, and the interview will last for about 45 minutes. During this time, you will have the opportunity to find out more about the position and learn more about our company.

Please bring your CV and references to the interview. You will also need to show a form of ID at reception to receive a visitor's pass. Please ask for me as soon as you arrive.

If you have any questions or if you wish to reschedule, please call me on 555-1234 or email me by 12 September.

I look forward to meeting you.

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Best regards,

Anna Green
Human Resources Assistant

Tasks

Task 1

Circle the best answer.

1. What job did Grace apply for?
    a. Head of sales
    b. Sales manager
    c. Sales assistant
    d. Human resource assistant
2. When is the job interview?
    a. 6 September
    b. 12 September
    c. 21 September
    d. 22 September
3. How long will the interview take?
    a. Under an hour
    b. Just over an hour
    c. Over two hours
    d. A day
4. What does Grace need to bring to the interview?
    a. Her CV
    b. Her references
    c. Her ID
    d. All of the above
5. Who should Grace ask for at reception?
    a. The reception manager
    b. Susan Park
    c. Anna Green
    d. Grace Yang

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6. What can Grace do if she wants to change the interview date?
    a. Go to the reception on 12 September
    b. Call Anna Green on 10 September
    c. Email Anna Green on 15 September
    d. Meet Susan Park for a coffee on 21 September

Task 2

Complete the sentences with words from the box.

sales	last	pass
resources	invite	Shard

1. The main purpose of the email is to ..... Grace for a job interview.
2. The interview will be at their offices at The ..... .
3. Susan Park is their head of ..... .
4. Anna Green is their human ..... assistant.
5. The job interview will ..... for about 45 minutes.
6. Grace needs to show her ID to receive a visitor's ..... .

Discussion

How can you prepare for a job interview?

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